

Minutes of the Meeting of Council  
March 18, 2024

The Council of the City of Sylvania, Ohio met in regular session on March 18, 2024 at 7:30 p.m. with Mayor Stough in the chair. Roll was called with the following members present: Mark Frye, Marcus Hansen, Doug Haynam, Brian McCann, Patrick Richardson, Mary Westphal, Lyndsey Stough; (7) present; (0) absent.

Roll call:  
7 present.

Pledge of Allegiance to the United States of America led by Mrs. Westphal.

Pledge of  
Allegiance.

Mayor Stough stated that Council will now consider agenda item 3.

Additions to the agenda: none.

Mr. Frye moved, Mrs. Westphal seconded to approve the agenda as written; roll call vote being: Frye, Stough, Haynam, Westphal, Hansen, McCann, Richardson; (7) yeas; (0) nays. The motion carried.

Agenda approval.

Mayor Stough stated that Council will now consider agenda item 4.

Mr. Frye presented the March 4, 2024 regular meeting minutes. Mr. Frye moved, Mr. Hansen seconded, that since the Mayor, members of Council, and others had been furnished copies of these minutes prior to this meeting, Council dispense with the reading of these minutes at this time, and the journal of the minutes of the regular meeting of March 4, 2024 be approved; roll call vote being: Haynam, Hansen, Frye, McCann, Richardson, Westphal, Stough; (7) yeas; (0) nays. The motion carried.

Approval of the  
March 4, 2024  
Meeting minutes.

Mayor Stough stated that Council will now consider agenda item 5.

Mayor Stough presented a proclamation to Anita Schuller for the Sylvania American Cancer Society Discovery Shop.

Proclamation  
presentation to  
the Discovery  
Shop.

Mayor Stough stated that Council will now consider agenda item 6.

Judge Michael Bonfiglio gave a brief explanation on the request stated in proposed Ordinance No. 40-2024. Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 40-2024, a written copy of same having been previously furnished to each member of Council, "Revising the Administrative, Departmental and Divisional Organization of the City and the Codified Ordinances thereof by amending Sylvania Codified Ordinance Section 139.03 – Definition and Adoption of the Compensation Plan to create a "Senior Probation Officer" position; and declaring an emergency."; Mrs. Westphal moved, Mr. Haynam seconded for passage of Ordinance No. 40-2024 as an emergency measure; roll call vote being: Hansen, Stough, Haynam, Frye, McCann, Richardson, Westphal; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
40-2024, "...  
Senior Probation  
Officer  
Position..."

Mayor Stough stated that Council will now consider agenda item 7.

Service Director's letter on Work Agreements was placed on file. Mr. McCann presented and read aloud by title only, proposed Ordinance No. 41-2024, a written copy

Ordinance No.  
41-2024, "...  
Tree Removal

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of same having been previously furnished to each member of Council “Authorizing the Mayor and Director of Finance to enter into a Work Agreement for Tree Removal with Randy S. Hall relative to the Balfour Road Waterline Improvements and Resurfacing Project; appropriating funds therefore; and declaring an emergency.”; Mr. McCann moved, Ms. Stough seconded for passage of Ordinance No. 41-2024 as an emergency measure; roll call vote being: Stough, Haynam, McCann, Westphal, Hansen, Richardson, Frye; (7) yeas; (0) nays. The motion carried.

Randy Hall...  
Balfour Rd  
Waterline  
Project...”

Mr. McCann presented and read aloud by title only, proposed Ordinance No. 42-2024, a written copy of same having been previously furnished to each member of Council “Authorizing the Mayor and Director of Finance to enter into a Work Agreement for Tree Removal with Stefanie N. Vine relative to the Balfour Road Waterline Improvements and Resurfacing Project; appropriating funds therefore; and declaring an emergency.”; Mr. McCann moved, Mrs. Westphal seconded for passage of Ordinance No. 42-2024 as an emergency measure; roll call vote being: Frye, Haynam, McCann, Westphal, Stough, Hansen, Richardson; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
42-2024, “...  
Tree Removal  
Stefanie Vine...  
Balfour Rd  
Waterline  
Project...”

Mayor Stough stated that Council will now consider agenda item 8.

Service Director’s letter requesting right-of-way acquisition approval was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 43-2024, a written copy of same having been previously furnished to each member of Council “Authorizing the Mayor and Director of Finance to enter into a purchase agreement with Hall Family Ventures, LLC for the Monroe Street Traffic Signal Improvements Project; dedicating the same for public purposes; appropriating funds therefore in the amount of \$2,220; and declaring an emergency.”; Mr. Richardson moved, Mr. Haynam seconded for passage of Ordinance No. 43-2024 as an emergency measure; roll call vote being: Stough, Hansen, Haynam, McCann, Westphal, Richardson, Frye; (7) yeas; (0) nays. The motion carried.

Ordinance No.  
43-2024, “...  
ROW...Hall  
Family  
Ventures...  
Monroe Traffic  
Signal...”

Mayor Stough stated that Council will now consider agenda item 9.

Service Director’s letter requesting right-of-way acquisition approval was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 44-2024, a written copy of same having been previously furnished to each member of Council “Accepting a temporary construction easement from Country Square Condominium for Monroe Street Traffic Signal Improvements Project; dedicating the temporary easement for public purposes; appropriating funds therefore in the amount of \$2,455; and declaring an emergency.”; Mr. Richardson moved, Mr. McCann seconded for passage of Ordinance No. 44-2024 as an emergency measure; roll call vote being: Haynam, Hansen, McCann, Westphal, Richardson, Frye, Stough; (7) yeas; (0) nays.

Ordinance No.  
44-2204, “...  
ROW... Country  
Square Condo  
Monroe Traffic  
Signal...”

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The motion carried.

Mayor Stough stated that Council will now consider agenda item 10.

Service Director’s letter requesting right-of-way acquisition approval was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 45-2024, a written copy of same having been previously furnished to each member of Council “Accepting a temporary construction easement from Boris Enterprises, LLC; authorizing the Mayor and Director of Finance to enter into a purchase agreement with Boris Enterprises, LLC for the Monroe Street Traffic Signal Improvements Project; dedicating the same for public purposes; appropriating funds therefore in an amount of \$22,900; and declaring an emergency.”; Mr. Richardson moved, Mr. Haynam seconded for passage of Ordinance No. 45-2024 as an emergency measure; roll call vote being: Stough, Hansen, Haynam, McCann, Westphal, Richardson, Frye; (7) yeas; (0) nays. The motion carried.

Ordinance No. 45-2024, “... ROW...Boris Enterprises... Monroe Traffic Signal...”

Mayor Stough stated that Council will now consider agenda item 11.

Service Director’s letter on accepting proposal was placed on file. Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 46-2024, a written copy of same having been previously furnished to each member of Council “Accepting the proposal of Coyle Mechanical, Inc. for the Plummer Pool Pump Room Improvement Project; appropriating funds therefore in an amount of \$74,900; and declaring an emergency.”; Mrs. Westphal moved, Mr. McCann seconded for passage of Ordinance No. 46-2024 as an emergency measure; roll call vote being: Hansen, Frye, Haynam, Stough, McCann, Westphal, Richardson; (7) yeas; (0) nays. The motion carried.

Ordinance No. 46-2024, “... Coyle Mechanical... Plummer Pool Pump Room...”

Mayor Stough stated that Council will now consider agenda item 12.

Service Director’s letter requesting purchase approval was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 47-2024, a written copy of same having been previously furnished to each member of Council “Authorizing the Mayor and Director of Finance to accept the proposal of MTech Company for the provision of one new street sweeper for the Division of Streets, Department of Public Service; appropriating \$376,356 therefore; and declaring an emergency.”; Mr. Richardson moved, Ms. Stough seconded for passage of Ordinance No. 47-2024 as an emergency measure; roll call vote being: Haynam, McCann, Westphal, Richardson, Frye, Stough, Hansen; (7) yeas; (0) nays. The motion carried.

Ordinance No. 47-2024, “... MTech Company ...Street Sweeper ...Service Dept. ...”

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Mayor Stough stated that Council will now consider agenda item 13.

Service Director’s letter requesting purchase approval was placed on file. Mr. McCann presented and read aloud by title only, proposed Ordinance No. 48-2024, a written copy of same having been previously furnished to each member of Council “Authorizing the Mayor and Director of Finance to accept the proposal of Whiteford Kenworth for the provision of a new 2025 Kenworth T480 Cab/Chassis Tandem Axle for the Division of Streets, Department of Public Service; appropriating \$138,397 therefore; and declaring an emergency.”; Mr. McCann moved, Mrs. Westphal seconded for passage of Ordinance No. 48-2024 as an emergency measure; roll call vote being: McCann, Westphal, Richardson, Haynam, Stough, Hansen, Frye; (7) yeas; (0) nays. The motion carried.

Ordinance No. 48-2024, “... Whiteford Kenworth... Tandem Axle... 2025 Kenworth T480 Cab/ Chassis...”

Service Director’s letter requesting purchase approval was placed on file. Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 49-2024, a written copy of same having been previously furnished to each member of Council “Authorizing the Mayor and Director of Finance to accept the proposal of Kalida Truck Equipment, Inc. for the provision of one new Tandem Axle Dump Truck Body for the Division of Streets, Department of Public Service; appropriating \$195,950 therefore; and declaring an emergency.”; Mrs. Westphal moved, Mr. Haynam seconded for passage of Ordinance No. 49-2024 as an emergency measure; roll call vote being: Haynam, McCann, Westphal, Richardson, Frye, Stough, Hansen; (7) yeas; (0) nays. The motion carried.

Ordinance No. 49-2024, “... Kalida Truck... Tandem Axle Dump Truck...”

Mayor Stough stated that Council will now consider agenda item 14.

Service Director’s letter requesting purchase approval was placed on file. Mrs. Westphal presented and read aloud by title only, proposed Ordinance No. 50-2024, a written copy of same having been previously furnished to each member of Council “Authorizing the Mayor and Director of Finance to accept the proposal of Whiteford Kenworth for the provision of a new 2025 Kenworth T480 Cab/Chassis for the Division of Streets, Department of Public Service; appropriating \$124,234 therefore; and declaring an emergency.”; Mr. Haynam moved, Mrs. Westphal seconded for passage of Ordinance No. 50-2024 as an emergency measure; roll call vote being: McCann, Richardson, Frye, Stough, Westphal, Hansen, Haynam; (7) yeas; (0) nays. The motion carried.

Ordinance No. 50-2024, “... Whiteford Kenworth... 2025 Kenworth T480 Cab/ Chassis...”

Service Director’s letter requesting purchase approval was placed on file. Mr. Richardson presented and read aloud by title only, proposed Ordinance No. 51-2024, a written copy of same having been previously furnished to each member of Council

Ordinance No. 51-2024,”... Kalida Truck...

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“Authorizing the Mayor and Director of Finance to accept the proposal of Kalida Truck Equipment, Inc. for the provision of one new dump truck body for the Division of Streets, Department of Public Service; appropriating \$163,050 therefore; and declaring an emergency.”; Mr. Richardson moved, Mr. Hansen seconded for passage of Ordinance No. 51-2024 as an emergency measure; roll call vote being: McCann, Westphal, Haynam, Richardson, Frye, Stough, Hansen; (7) yeas; (0) nays. The motion carried.

Dump Truck Body...”

Mayor Stough stated that Council will now consider agenda item 15.

Street Banner Application from Sylvania Schools was placed on file. Mr. Haynam presented and read aloud by title only, proposed Ordinance No. 52-2024, a written copy of same having been previously furnished to each member of Council “Approving the Banner Application of Sylvania Schools; authorizing the Zoning Administrator to indicate such approval on behalf of the City of Sylvania; and declaring an emergency.”; Mr. Haynam moved, Ms. Stough seconded for passage of Ordinance No. 52-2024 as an emergency measure; roll call vote being: Haynam, McCann, Westphal, Richardson, Frye, Stough, Hansen; (7) yeas; (0) nays. The motion carried.

Ordinance No. 52-2024, “... Sylvania Schools Banner Application...”

Mr. Haynam moved, Mrs. Westphal seconded to allow Mr. McCann to push back from the table due to a conflict of interest. Roll call vote being: Stough, Frye, Richardson, Westphal, Hansen, Haynam; (6) yeas; (0) nays.

Mr. McCann pushed back from table.

Mayor Stough stated that Council will now consider agenda item 16.

Mr. Haynam moved, Mrs. Westphal seconded to refer Petition for Zoning Ordinance Amendment SUP #1-2024 from Highland Meadows Golf Club for construction of an addition to an existing storage building to the Municipal Planning Commission for review and recommendation; roll call vote being: Haynam, Westphal, Richardson, Frye, Stough, Hansen; (6) yeas; (0) nays. The motion carried.

Plan Commission referral of SUP #1-2024, Highland Meadows Golf Club.

Mr. McCann returned to the table.

Mayor Stough stated that Council will now consider agenda item 17.

Mr. Haynam moved, Mr. Hansen seconded to refer Petition for Zoning Ordinance Amendment SUP #2-2024 from Sheetz for construction of approximately 6,239 square foot convenience store and 8 island gas station with canopy to the Municipal Planning Commission for review and recommendation; roll call vote being: Frye, Haynam,

Plan Commission referral of SUP #2-2024, Sheetz.

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Westphal, Richardson, Stough, Hansen, McCann; (7) yeas; (0) nays. The motion carried.

Mayor Stough stated that Council will now consider agenda item 18.

Municipal Planning Commission’s recommendation on Proposed Ordinance No. 26-2024, Amending Part Eleven – Planning and Zoning Code of the Sylvania Codified Ordinances, 1979, as amended, was placed on file; no action taken. Public Hearing is set for April 1, 2024 at 7:00 p.m.

Plan Commission  
Recommendation  
on proposed Ord.  
No. 26-2024.

Mayor Stough stated all agenda items have been addressed.

Mr. Frye moved, Mr. McCann seconded to adjourn at 8:17 p.m. Roll call vote being: Frye, Richardson, Westphal, Hansen, Stough, Haynam, McCann; (7) yeas; (0) nays.

Adjournment.

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Clerk of Council

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Mayor